



UNIVERSITY OF
TORONTO
MISSISSAUGA

Position: Digital Content Creation Assistant
Department: UTM Student Housing & Residence Life
Reports to: Communications Coordinator

Hours: 200 hours (approx. 8-10 hours/week)

Compensation: \$15.00 per hour

Position Start Date: First Day of Undergraduate Classes 2020 (Specific Date TBD)

Position End Date: End of February 2021 (Specific Date TBD)

Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2020 to April 2021). Students are permitted to accept only one work study position per program period. Students do not have to be OSAP eligible to apply for work study positions.

The Digital Content Creation Assistant (DCCA) is responsible for the creation and development of digital content to promote Student Housing & Residence Life (SHRL) initiatives and programs, while encouraging students to be involved within the housing community. This position requires use of the Adobe Creative Suite including but not limited to, Photoshop, Illustrator, and InDesign. Photography experience is encouraged, but not required. The DCCA is required to be enrolled in a minimum of 40% of a full course load for the duration of fall/winter period of study.

RESPONSIBILITIES:

Creation and optimization of digital content across multiple platforms

Weekly one on ones with the Communications Coordinator

Timely Submission of Bi-Weekly Timesheets

Assist in the: conception, creation, execution, measurement, and evaluation of social media, marketing and promotional efforts and programs

Work collaboratively with the SHRL Team members: Dons, Residence Services Assistants, Peer Academic Leaders, Community Assistants, and other SHRL Professional & Student Team members - to integrate and complete tasks through the application of social media platforms

Demonstrate tact and diplomacy while handling confidential information

Additional duties as assigned

SKILLS:

- Proficiency with Adobe Creative Suite (Photoshop, Illustrator, and InDesign);
- Graphic Design experience;
- Attention to detail;
- Strong oral and written communication;
- Knowledge of Residence operations;
- Involvement with Residence communities and activities.

METHOD OF APPLICATION:

Submit your resume and cover letter via email to Jen Bryden at jen.bryden@utoronto.ca (Subject: 2020-2021 Work Study Application – Name) OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by Friday, February 28, 2020 before 5:00 p.m.

Any offers of employment will be conditional upon the approval of this position for the 2020 – 2021 work study program.

EMPLOYER CONTACT INFORMATION:

Jen Bryden, Occupancy & Admissions Coordinator
Student Housing & Residence Life
Oscar Peterson Hall, Suite 120
3359 Mississauga Road,
Mississauga, ON L5L 1C6